



VACANCY ANNOUNCEMENT

The Department of Health received a Civil Service Commission decision on August 26, 2020 approving interim appointments for Unclassified Service positions within the Department of Health for an interim Public Health Recovery Division, Epidemiology and Laboratory Capacity Enhancing Detection. This interim division is currently established and is expected to remain operational until November 30, 2022.

Title Agency Services Representative 1 [Unclassified]			Salary A10 \$35,088.55 - \$48,895.72	
Posting Number E300-22	Position Number 961884	Number of Positions 1	Posting Period * From: 03/24/2022 To: 04/07/2022	
Location: 55 North Willow Street, Trenton, NJ 08618			Scope of Eligibility/Open to: Applicants who Meet the Requirements	
GENERAL DESCRIPTION				
<p>The Resident Access Representative is responsible for working directly with members of the Rapid Mobile Response Team (RMRT) and under the supervision of the Advanced Practice Nurse. The Resident Access Representative is responsible for overseeing the resident intake process and ensuring the accurate and complete collection of client information, as well as, support of the day to day functions of the mobile unit. The work location will be on the road, five days a week for up to 12 hours daily.</p> <p>PREFERRED SKILLS Ability to multi-task, initiate, and complete job functions independently; ability to handle a fast-paced environment and prioritize tasks based on importance, excellent written, verbal, and interpersonal communication skills with good time management; demonstrates a high level of professionalism in all interactions with strong customer service skills, ability to work within a team and take direction, and problem solving.</p> <p>1+ years experience in medical or customer service setting preferred.</p>				
REQUIREMENTS (EDUCATION / EXPERIENCE / LICENSES)				
<p>EXPERIENCE: Successful completion of the six (6) month training period as an Agency Services Representative Trainee</p> <p>OR</p> <p>One (1) year of experience providing information and support to customers or clients, responding to technical inquiries and/or complaints regarding products, services or programs, or collecting payments in a government or office setting.</p> <p>LICENSE: Appointees will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform the essential duties of the position.</p>				
IMPORTANT FILING INSTRUCTIONS				
<p>If interested in this position, you can reply in one of two ways:</p> <ul style="list-style-type: none"> Forward the required documents electronically to: PSTOC@doh.nj.gov Mail the required documents to: Kevin Jennings, Supervising Mgt. Impr. Specialist Management and Administration Reference Posting #E300-22 New Jersey Department of Health PO Box 360 Trenton, NJ 08625-0355 <p>Required documents:</p> <ul style="list-style-type: none"> cover letter resume completed application, found at: http://www.nj.gov/health/forms/dpf-663.pdf <p><i>* Responses received after the closing date MAY be considered if the position is not filled.</i></p>				

-
- *Newly hired employees must agree to a thorough background check that will include fingerprinting.*
 - *If you are a candidate for a position in our Public Health and Environmental Laboratories, you may be subject to pre- and /or post-employment alcohol and drug testing.*
 - *If you are a candidate for a position that involves direct client care in one of the State facilities/programs, you may be subject to pre- and/or post-employment drug testing/screening. The cost of any pre-employment testing will be at the candidate's expense. Candidates with a positive drug test result, or those who refuse to be tested and/or cooperate with the testing requirement, will not be hired.*
 - *In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification form upon hire.*
 - *In accordance with N.J.S.A. 52:14-7, the "New Jersey First Act", all employees must reside in the State of New Jersey, unless exempted under the law. If you do not live in New Jersey, you have one year after you begin employment to relocate your residence to New Jersey.*
 - **The New Jersey Department of Health is an Equal Opportunity Employer.**
 - *RESUME NOTE: Applicants who possess foreign degrees (degrees earned outside of the U.S.) are required to provide an evaluation indicating the U.S. equivalency prior to the closing date. Failure to do so may result in your ineligibility.*